



## BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements

### DIRECTORATE: TECHNICAL SERVICES (Piketberg, unless stated otherwise)

#### 1. ADMIN CLERK: CIVIL (PIKETBERG)

**Requirements:** An appropriate level of secondary education (NQF Level 3) · Computer literacy (MS Office Applications) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English (Afrikaans/English/Xhosa - Read, Write and speak) · Good human relations, interpersonal and communication skills · Must be physically fit and healthy and able to perform manual operations and duties on foot - sits behind a reception desk, walks, stands and interacts with others, attends to queries at the counter · Good sight, speech and hearing ability · Must work overtime when required · At least two (2) year's relevant experience in the key performance areas.

**Key Performance Areas:** Performs administrative tasks associated with the processing and updating of information associated with road and stormwater maintenance activities, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution. Updating of information associated with Technical Services, generating registers, receiving and transferring complaints/ enquiries and providing general office support in the specific functional areas within the Directorate Technical Services.

**Salary:** R 161 172.00 per annum (T08 of a Category 3 Local Authority)

**Date of acceptance:** 01 June 2019 or as soon as possible

**Enquiries:** Mr J Strümpher at 022 913 6000

#### GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subjected to police clearings; which means that you give us permission to obtain police clearance, by applying for a position at the Municipality.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.

A covering letter with at least three (3) contactable references, must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 or on the municipality's website [www.bergmun.org.za](http://www.bergmun.org.za)) with certified copies of the necessary qualifications, certificates, ID document, and a Curriculum Vitae (Maximum of three (3) pages), (only one per application form), to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Ms. W Terry Thomas (Human Resources Officer: Provision and Administration)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: FRIDAY, 26 APRIL 2019 AT 15H00**

ADV H LINDE  
MUNICIPAL MANAGER

MN55/2019

13 CHURCH STREET  
P O BOX 60  
PIKETBERG  
7320



## BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing. Vroue en persone met gestremdhede word aangemoedig om aansoek te doen.

Bergrivier Munisipaliteit, met sy hoofkantoor op Piketberg en ongeveer uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

### DIREKTORAAT: TEGNIESE DIENSTE (Standplaas Piketberg, tensy anders gemeld)

#### 1. ADMINISTRATIEWE KLERK: SIVIEL (PIKETBERG)

**Posvereistes:** 'n Gepaste vlak van sekondêre onderwys (NKR Vlak 3) · Rekenaargeletterdheid (MS Office Applications) · Vaardigheid in ten minste twee (2) van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Lees, Skryf en Praat) · Goeie menseverhoudinge, interpersoonlike en kommunikasievaardighede · Moet fisies fiks en gesond wees en in staat om hand bedrywighede en pligte te voet te verrig - sit agter 'n lessenaar, loop, staan en kommunikeer met ander, aandag gee aan navrae by die lessenaar · Goeie sig, spraak en gehoorvermoë · Moet oortyd werk wanneer nodig · Ten minste twee (2) jaar relevante ondervinding in die sleutelprestasiereas.

**Sleutelprestasiereas:** Voer administratiewe take uit wat verband hou met die verwerking en opdatering van inligting rakende pad en stormwater instandhoudingsaktiwiteite, genereer transaksionele / instruksie gebaseerde dokumentasie en verslae en bywoon en / of stuur funksionele verwante navrae / klagtes aan spesifieke departemente vir aandag en oplossing · Opdatering van inligting wat verband hou met Tegniese Dienste, genereer registers, ontvangs en oordrag van klagtes / navrae en die verskaffing van algemene kantoorsteun in die spesifieke funksionele areas binne die Direkoraat Tegniese Dienste.

**Salaris:** R 161 172.00 per jaar (T08 van 'n Kategorie 3 Plaaslike Owerheid)

**Datum van aanvaarding:** 01 Junie 2019 of so gou as moontlik

**Navrae:** Mnr J Strümpher by 022 913 6000

#### ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, betaalbaar en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, met inbegrip van 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderworpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
6. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat die aansoek onsuksesvol was.
7. Gunswerwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeelid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
9. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring, en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop, en waar van toepassing, 'n vakoets af te lê.

'n Dekbrief met vermelding van ten minste drie (3) kontakbare verwysings, vergesel van die voltooide voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by [www.bergmun.org.za](http://www.bergmun.org.za)), 'n Curriculum Vitae (maksimum drie (3) bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate en identiteitsdokument (**slegs een pos per aansoekvorm**) moet by die Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie), teen nie later as die sluitingsdatum. **GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE**

**SLUITINGSDATUM : VRYDAG, 26 APRIL OM 15:00**

ADV. H LINDE  
MUNISIPALE BESTUURDER

MK55/2019

KERKSTRAAT 13  
POSBUS 60  
PIKETBERG  
7320